

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT III –  
Community Supervision Corrections Departments  
Benefit Reconciliation and Reporting

SALARY GROUP: B17

DEPARTMENT: Community Justice Assistance Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Marcia Roberts DATE: 12/04/2015

POSITION #: 100157

**I. JOB SUMMARY**

Performs moderately complex accounting work. Work involves preparing financial statements, records, documents, and reports. Works under general supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Prepares financial statements, reports, cost data, budget items, payroll, and insurance-related documents for Community Supervision Corrections Departments (CSCD); and coordinates special projects and information requests within the department.
  - B. Audits CSCD program staff files to ensure compliance with Employees Retirement System (ERS) guidelines, state and federal laws, and agency and division policies, procedures, rules, and regulations; and performs quality assurance reviews of ERS files and related documents.
  - C. Posts and balances ERS records for insurance transactions; assists in maintaining systems and controls necessary to provide accurate accounts and balances of ERS health insurance premiums; researches and reconciles insurance and payroll discrepancies; notifies CSCDs of adjustments needed; and prepares reports and other relevant documentation.
  - D. Provides technical assistance in the program area; assists in the development of curriculum; and assists in training CSCD benefits coordinators.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning experience in accounting, auditing, budget preparation, employee insurance benefits, or financial operations.

**B. Knowledge and Skills**

1. Knowledge of accounts payable operations, functions, and procedures.
2. Knowledge of accounting practices and techniques.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of ERS insurance plan rules preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to evaluate, analyze, interpret, develop, and prepare accounts payable, accounting data, records, schedules, and reports.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill in administrative problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to research and resolve discrepancies and inquiries.

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**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.